



orchard
Education

Health & Safety Policy

Orchard Education Ltd
1 Sargon Way
Great Grimsby Business Park
GRIMSBY
North East Lincolnshire
DN37 9PH

01472 898498

STATEMENT OF GENERAL POLICY

1. Statement of Health & Safety Policy

The Board of Directors believe that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school. As such, the Board of Directors acknowledge their responsibility under the Health & Safety at Work Act 1974 and further Health & Safety (H&S) legislation.

Orchard Education Ltd is committed to:

- Providing a safe and healthy learning and working environment for all.
- Compliance with statutory requirements as a minimum
- Preventing accidents and work-related ill health
- Providing effective information and training on Health & Safety issues.
- Ensuring safe working methods and providing safe working equipment
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable
- Monitoring and reviewing our systems and prevention measures to ensure they are effective
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Setting objectives to develop a culture of continuous improvement

The arrangements outlined in this policy and other safety provisions aim to prevent accidents and ensure a safe and healthy working environment. The Board of Directors and Senior Management Team at all school sites will, so far as is reasonably possible, be responsible for ensuring that appropriate structures and systems are in place and enable all reasonable steps taken to identify and reduce hazards where possible.

All staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance whilst on the school sites or whilst taking part in school related activities.

A copy of all H&S policies and other related policies will be available to all employees via the Orchard School website.

2. All Staff Responsibilities

As an organisation, we accept that there are particular responsibilities charged to the Management and Leadership of the School. We also however expect that ALL of our employees understand their individual role within keeping our school a safe and healthy place. These include -

- Take care of their health, safety and welfare and that of others
- Be familiar with the Health & Safety policy and Health & Safety regulations
- Ensure Health & Safety regulations, rules, and procedures are being applied effectively by both staff and students
- Co-operate with their employer to enable them to comply with statutory duties for Health & Safety
- Use correctly any work item provided by the school in accordance with the training and instruction given
- Familiarise themselves with the Health & Safety aspects of their work and avoid putting themselves at risk
- Understand their responsibilities under the relevant provisions of Health & Safety legislation and to ask for advice and guidance when in doubt
- Report any defects in the premises, plant, equipment and facilities which they find
- Report any accident or incident that may have caused injury to a person or could be classed as a dangerous occurrence
- Report all incidents of aggression and violence at work
- Attend training appropriate to their employment and act on instruction and training provided to enable them to work safely
- Know and be able to implement emergency procedures and first aid including emergency procedures for accidents.
- Prevent activities from going ahead if safe working procedures are not available
- Ensure that protective equipment is made available and used where necessary in the correct manner
- Plan any external visits in accordance with guidance on organising school visits and journeys
- That they do not undertake any tasks which they consider that they have not got the competence for or have not received the appropriate training.

The School has appointed a competent person which is currently David Melia. He operates independently of the School and will provide oversight, support and audit of the elements outlined below.

The person having overall responsibility for the sections outlined below is Mike Burton (Director/Executive Principal). Persons responsible for day to day management are named within each individual section.

3. Contractors.

Orchard Education Ltd will seek to only employ those contractors who are competent to undertake work on their behalf. To achieve this, contracts will only be given to those contractors who are able to demonstrate an understanding of health and safety and the ability to manage their work safely.

This will be by way of providing evidence of competence, assessment of risk and working practises prior to work being carried out.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

4. Arrangements for Health & Safety.

- **Incident and Accident Reporting.**

All accidents / incidents will be reported through the appropriate process:

- Pupil Minor Accident
- Employee Accident
- Non-Employee Accident
- Report on Violence and Aggression.

- An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.
- An **incident/near miss** is an unplanned event that does not cause injury or damage but could do so.
- Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out immediately after the adverse event has taken place, with the relevant documentation being completed in full.
- All incidents are recorded within the school administration process and reported for audit on a half termly basis as detailed in the company QC.
- Audits are then carried out by the Competent Person, and cross referenced to risk management to identify areas of improvement.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Display Screen Equipment.

- The School will comply with legislative requirements as stated with the H&S (Display Screen Equipment) Guidance and Regulations
- Assessments will be carried out by trained staff as per guidance frequency and actions highlighted.
- DSE user assessment and follow up risk assessment is carried out on a yearly basis, although staff are encouraged to report any DSE related issues at any time.
- Issues identified on risk assessments are addressed by providing training and/or replacing, updating, or purchasing required equipment.
- Records and reminders will be kept within the school QC.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Offsite Activities, Educational Visits.

- The School has produced a policy in line with offsite and educational visits.
- The school Management Team will ensure that the policy is followed when organising visits. This will include ensuring risk assessments are completed for all activities and that they follow the guidance within the policy.
- Half termly audits will be carried out in order to ensure the policy is adhered to, risk assessments are effective, along with identifying continual areas for improvement.
- Data will be triangulated with accident reporting and highlighted patterns will enable control measures to be implemented where needed.

Persons Responsible For Day to Day Management –

Stuart Dainty (Head of Centre) – Half Termly Audits.
Matthew Maidens (Pastoral & Restorative Manager)
Competent Person – Overview and feedback of Audits.

Electrical Appliances

- The school will comply with the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.
- Company Director Mike Burton is responsible for ensuring the electrical testing of all School portable appliances.
- Last and next due test dates must be displayed on all tested appliances. The school will retain records from the competent person who conducted the testing.
- Electrical fixed installation testing of premises will be undertaken at intervals of no greater than five years.
- Electrical testing of fire alarms will be undertaken as per the schedule in the School Fire Testing Records and log book.
- Records of all tests, examination will be kept within the School QC. This is then subject to half termly audit by the Responsible Person.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Fire and Emergency Arrangements

Procedures have been produced for emergency evacuation of all school sites.

- The Local Authority or the local fire service, by request will undertake a fire risk assessment for the School as required by the Regulatory Reform (Fire Safety) Order 2005. Frequency of inspection and review of assessments depends upon the individual building risk categorisation.
- The School will ensure a termly (3 drills per year) evacuation drill of all School premises is carried out. Evacuation drills are to be recorded in the School Fire Log Book.
- All staff members complete where appropriate, fire awareness training. Currently this is on staff induction and renewed as per current guidance.
- Records will be kept of all data for this area and are subject to half termly review by the Competent Person.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Emma Store (Administrator)

First Aid

- The School has implemented a first aid policy which complies with the minimum standard as required by the H&S (First Aid) Regulations 1981.
- The number of first aiders will be in accordance with the School's first aid risk assessment.

- Supplies of first aid material will be held throughout the School buildings. They will be prominently marked and all staff will be advised of their position.
- Adequate first aid provision will form part of all off site activities/trips.
- Relevant training is recorded within the company mandatory training log and reviewed on a minimum of a monthly basis, allowing timely renewal.
- Records and assessments form part of the School QC and are subject to half termly review.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)
Cherie Tacey (Administrator)

Food Safety

- We are committed to adhering to the highest standards of food safety and to ensuring that staff handling food are fully trained and equipped to prepare and handle food safely.
- We will also ensure that food prepared and provided to children in our schools is healthy and adheres to government guidelines on nutrition.
- All dietary requirements should be recorded on child's or member of staff's personal records.
- All employees who will be responsible for handling food in the course of their duties must complete food handlers training.
- Comprehensive records are kept around all hygiene and food preparation processes and are subject to half termly review by the Competent Person. This is to ensure standards remain to the required standard.
- Kitchen and mandatory checks form part of the Orchard QC

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Gas Safety

- The School will comply with The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by a contractor recorded on the Gas Safe Register.

- The School will retain records at each site from the competent person who conducted the testing.
- Records of review are kept within the School QC to ensure timely completion of this mandatory activity.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Hazardous Substances (COSHH)

- The School will comply with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, Control of Lead at Work Regulations 2002.
- COSHH assessments are in place for all hazardous substances on each site and that these are held within the relevant substance storage locations.
- The School collates records of all Hazardous Substances held within the buildings and has regular review coordinated within the QC system.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)
Emma Store (Administrator)

Information and Training Arrangements

- Health & Safety information, instruction and training form an integral part of the overall training within the school. Health & Safety information and training needs of all members of staff will be the subject of periodic review, and any necessary refresher training carried out. Staff should have sufficient knowledge, skills and information to carry out their work in a safe and healthy manner. The School will ensure that all training provided to staff is recorded and that records of training are maintained.
- Health & Safety related training is completed at point of induction and reviewed in accordance with legislative requirements. Mandatory training logs are reviewed on a monthly basis as well as review of the quality of the training on CPD logs.
- Further audit and review form part of the QC half termly review.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Manual Handling

- The School is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.

- The first priority is to avoid the need for manual handling where reasonably practicable.
- Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Medication

- Staff require parental consent to administer any form of medication, whether prescription or non-prescription to a child. As a matter of routine parents and guardians of children joining the school should complete the appropriate medication forms.
- When administering any medication staff must ensure that:

The appropriate consent form has been completed.

If prescribed, that the correct child's name is displayed on the label

The medication is in date, checking both the expiry and the use within period from opening.

The dosage instructions are adhered to.

The medication has been provided by the child's parents; and

They record that the medicine was given to the child by completing the appropriate paperwork.

- Any medicines kept in the school for a child must be labelled with the child's name.
- Further details are held within the School Medication Policy.

Persons Responsible For Day to Day Management –

Steven Finney (Head of Centre)

Personal Protective Equipment

- The School will comply with the Personal Protective Equipment Regulations 1992.
- The company will ensure the issue of Personal Protective Equipment (PPE) based upon risk assessment considering all working activities that may require PPE.
- Where the need for PPE has been identified and is unavoidable (via activity risk assessment) the School will ensure staff follow the guidance and implement control measures as referenced in the relevant risk assessment.
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Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Serious Allergies

- A Serious Allergy is an allergy which is sufficiently serious to result in serious injury, coma or death. Full reference, understanding and adherence to our Allergies Policy is a requirement for all staff employed by the Company.
- The school identifies learners who suffer allergies on referral. Risk assessments are then completed, and relevant control measures implemented.
- The school carries out half termly checks on all ingredients held within buildings and reviews risk assessments on all learners identified as having allergies.
- The competent person then reviews all records to ensure standards are kept and risk to learners is minimised.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)
Stuart Dainty (Head of Centre)

Staff Personal Safety

- The School recognises that there are risks to employees within their work but expects that generally employees can fulfil their duties without considerable threat or fear of violence or aggressive intimidation.
- The Senior Leadership Team is responsible for company employees and will assess, through risk assessment, the risk of violence or potential violence and take all reasonably practicable measures to eliminate or reduce this.
- Due to the School's status as a Special Independent School, students attending the sites can often suffer from Social, Emotional or Mental Health issues which can sometimes be displayed in aggressive or in some cases violent behaviour. The School employs robust policy and specialist training for staff both in terms of de-escalation methods through to physical intervention. These processes are risk assessed at all stages and control methods employed where possible.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

School Vehicles

- The School ensures that all employees driving school vehicles have the appropriate licence and have successfully completed Driver Assessment sessions.
- The School has produced robust policies in relation to the maintenance of vehicles, their safe use in line with Road Traffic legislation and in particular the transportation of young people.
- The School keeps records within the QC which ensures all requirements are addressed and are subject to half termly review by the Competent Person.

Persons Responsible For Day to Day Management –

Matthew Maidens (Learning Hub Manager)

Smoking

- Smoking is not permitted in or around our schools. There are no smoking areas provided at the schools.
- Staff must be aware that a breach of the no smoking rule will be regarded as a disciplinary offence and dealt with under our Disciplinary Procedure.

Persons Responsible For Day to Day Management –

Matthew Maidens (Pastoral & Restorative Manager)
Stuart Dainty (Head of Centre)

Sun Safety

- Children should not be allowed outside during the hottest part of the day during the summer months between the hours of 11.00 – 15.00 unless they are adequately protected with sunscreen and sunhats. At temperatures over 24 degrees staff should consider whether it is appropriate to keep the children indoors.
- Parents are provided with a letter at their child's induction into the school detailing the schools sun safety procedures. Confirmation from parents is sought at this stage for allergies, use of and application of sunscreen and recorded on the learner consent document.
- Parents are asked to provide sunscreen that is suitable for their child's skin, and which has a minimum factor of 28 and contains both UVA and UVB.
- Staff must ensure that children are provided with regular drinks, especially water.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

New and Expectant Mothers

- The School recognises the increased risks to new and expectant mothers. It produces risk assessments to cover new and expectant mothers and implements control measures to reduce risks.
- There is a frequent review period set in order to ensure that the School is appraised of any developments and can adjust control measures as necessary.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Workplace Behaviour

- Staff must co-operate with health and safety matters and comply with any health and safety instructions and policies.
- Staff must take reasonable care of their own health and safety, that of the children in their care and others by taking a common-sense approach to safety, observing safety rules applicable to the, and following any instructions for the use of safety equipment.
- Any health and safety concern, however trivial it might seem, including any potential risk, hazard, or malfunction of equipment, must be reported to the persons outlined below.
- Failure to comply with health and safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)

Record Keeping, Analysis and Identifying Continual Improvement

- The School embeds this policy through varying practises, risk assessments and policies. In order to ensure a transparent and clear process, all elements are included with the School Quality Cycle.
- The Quality Cycle assists relevant responsible persons with a timely (and reminded) process within which to ensure the School satisfies all elements of its responsibility to Health & Safety. Comprehensive records are then available (both current and historical) in order to identify areas improvement.

- This process also allows for regular audit by senior members of staff. Consequently, providing a trackable process within which any improvements or areas of concern can be recorded.

Persons Responsible For Day to Day Management –

Claire Hodges-Brooks (Operations & Compliance Manager)
David Melia (Competent Person)

Further policies for reference:

- Allergies Policy
- Emergency Plan
- Fire Evacuation Policy
- First Aid Policy
- Medication Policy
- Risk Management Policy
- Offsite Activities Policy
- COSHH Procedures
- Asbestos Procedures

Please also refer to the Orchard quality cycle for further information regarding the check, monitoring and reporting of all health, safety and compliance.

In order to ensure that the Orchard operates in the safest but most productive way, all health and safety related policies are reviewed on a minimum annual basis

This policy will be reviewed annually by SMT/SLT member or area specific school advisory panel member.

	Review 2	Review 3	Review 4	Review 5
Signed	D. Melia	D Melia	M Burton	
Position	Director	Director	Executive Principal	
Date	17/08/2020	13/08/2021	06/05/2022	

